

Joe Lombardo  
Governor

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Director



# DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF CHILD AND FAMILY SERVICES  
*Helping people. It's who we are and what we do.*



Cindy Pitlock, DNP  
Administrator

## RURAL NEVADA CHILDREN'S MENTAL HEALTH CONSORTIUM

### RETREAT WORKGROUP

### **DRAFT** MEETING MINUTES

April 24, 2023

**All members participated via Microsoft Teams technology (video or audio).**

#### **VOTING MEMBERS PRESENT:**

Cherylyn Rahr-Wood  
Lana Robards  
Sarah Hannonen  
Jan Marson  
Jaymee Oxborrow

#### **VOTING MEMBERS ABSENT:**

Heather Plager  
Mala Wheatley  
Marcel Brown  
Melissa Washabaugh  
Michelle Sandoval  
Rebecca McGough

#### **STAFF AND GUESTS:**

Kary Wilder

#### **1. Call to Order, Roll Call, Introductions. – Sarah Hannonen, Chair**

Sarah Hannonen called the meeting to order at 3:21 PM. Kary Wilder, Administrative Assistant, Division of Child and Family Services (DCFS), conducted roll call and a quorum was established.

2. **Public Comment.** *No action may be taken upon a matter raised during a period devoted to comments by the general public until the matter itself has been specifically included on an agenda as an item upon which action may be taken.*

None.

**3. For Possible Action. Discussion, development, and possible vote on plans for RCMHC FY 2024 Retreat – RCMHC Members**

- a. Set Retreat Date
- b. Budget
- c. Venue/Location
- d. Agenda and Goals
- e. Activities
- f. Travel

Retreat Date: The retreat is recommended to be scheduled in March 2024, but should consider school breaks and the Easter holiday. The retreat should be one day and a half on either Tuesday and Wednesday or Thursday and Friday. The first day of the retreat may be from 1:00 pm to 4:00 pm. With dinner for voting members beginning at 4:30 pm or 5:00 pm. The retreat is to end by 8:00 pm. The second day of the retreat would be for a Community Outreach event.

Budget: \$4,000.00

Venue/Location: The retreat is recommended to be held in Fallon, NV. Possible venues could be the Convention Center or the Professional Learning Center

Agenda and Goals:

- Opportunity for voting members to get to know each other
- Pack Wellness Items
- Review the budget
- Identify plans related to Strategic Goals
- Look at deliverables in Strategic Plan submitted January 2024
- Community Outreach

Activities: TBD.

- Combining the retreat with a community outreach event
- Having multiple guest speakers presenting
- Presentation of tables with resources and information
- Inviting rural teams, such as MCRT, Safe-Voice, M.O.S.T and CCBH
- Involving the Fallon Paiute Tribe
- Jan Marson volunteered to host dinner
- Group outing
- Lana Robards volunteered to research cost of venues, food, and restaurants
- Sarah Hannonen volunteered to look at options for retreat theme as well as draft an agenda and goals and identify some activities related to the strategic plan

- Jaymee Oxborrow will be forwarding the 2019 Retreat Agenda

Travel: TBD.

- All travel, venue costs, speaker, contracts, supplies, and all other costs must be submitted to Fiscal by January 15<sup>th</sup>, 2024.
- Fiscal will not approve the use of Consortia funds for food or beverage.
- Hotel costs and travel costs will need to be obtained for each voting member.
- All voting members must be registered, active State vendors to get reimbursed for travel.
- All travel must be pre-approved by Fiscal prior to the 2024 Retreat.

4. **For Possible Action.** Make recommendations for agenda items for the next meeting – *RCMHC Members*

Retreat Workgroup to hold another meeting on Thursday, May 25<sup>th</sup> at 1:00 PM using this same agenda to continue planning. The Workgroup will meet monthly on the 4<sup>th</sup> Thursday of each month between now and March 2024.

5. **Public Comment.** *No action may be taken upon a matter raised during a period devoted to comments by the general public until the matter itself has been specifically included on an agenda as an item upon which action may be taken.*

None.

6. **Adjournment.** – *Sarah Hannonen, Chair*

The meeting adjourned at 4:20 PM.

## CHAT TRANSCRIPT:

[4/24 2:43 PM] Meeting started

[4/24 2:43 PM] Kary Wilder

Hello and welcome to the RCMHC Retreat Workgroup Meeting. This meeting is being recorded. Please enter your name in the chat for the record. Thank you

[4/24 2:43 PM] Kary Wilder

Kary Wilder, kwilder@dcfs.nv.gov